

**STATE ASSESSORS BOARD
POLICIES/PROCEDURES**

Oral Examinations

Adopted: November 16, 2007

Effective: November 16, 2007

Purpose: The State Assessors Board is responsible for certifying assessing officers. Under Michigan Compiled Law (MCL) 211.10c, “The [State Assessors B]oard shall prepare and give examinations to determine if assessing officers possess the necessary qualifications for performing the functions of his or her office.” Also, MCL 211.10d states that “The [State Assessors B]oard shall promulgate rules for the issuance...of certification.” In accordance with MCL 211.10d, Administrative Rules for the State Assessors Board have been established. State Assessors Board Administrative Rule 35 (R 211.435) creates the successful completion of an oral examination as one of the requirements for level 4 certification in assessment administration. The purpose of this policy/procedure is to prescribe a standardized, impartial treatment of level 4 certification candidates with respect to the oral examination.

Policy/Procedure: To attain a level 4 certification in assessment administration, after having completed all other level 4 certification requirements (and not before completing all other level 4 certification requirements), a level 4 candidate must successfully complete an oral examination administered before the State Assessors Board.

The oral examination shall consist of two separate portions. One portion of the oral examination shall contain between 10 and 25 multiple choice questions on the demonstration narrative appraisal submitted by the level 4 candidate. The other portion of the oral examination shall contain 50 multiple choice questions on assessment administration, equalization, and property valuation issues. To pass the oral examination, a level 4 candidate must achieve a score of 70 percent or better on both portions of the examination. A level 4 candidate who does not successfully complete the oral examination may retake the oral examination after a 90-day waiting period has passed. It should be noted, however, that all level 4 certification requirements are to be fulfilled within three years of approval of the narrative appraisal subject property; unsuccessful oral examination results may cause a level 4 candidate to exceed the three-year time limit to complete all level 4 certification requirements.

Both portions of the oral examination shall be administered by the Board’s Executive Secretary. The level 4 candidate shall be given the choice of which portion of the oral examination shall be administered first. Upon completion of each portion of the oral examination, the Executive Secretary shall allow the level 4 candidate the opportunity to change any answer given by the candidate on that portion of the examination. The candidate’s attention shall not be called specifically to the question(s) which the candidate answered incorrectly.

Scheduling of the oral examination shall be the responsibility of the Executive Secretary. Before scheduling the oral examination, the Executive Secretary shall make certain that the level 4 candidate has completed all other level 4 certification requirements. As part of the letter to the candidate formally establishing the date, time, and place of the oral examination, the Executive Secretary shall inform the candidate of the general oral examination process by providing a copy of this policy/procedure to the candidate. Also as part of the letter to the candidate, the Executive Secretary shall inform the candidate of the topics which will constitute the focus of the oral examination to allow the candidate the opportunity to study those topics prior to the oral examination.